



## **ANTONELLI INSTITUTE GUIDE TO STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965, as amended, require schools to annually distribute to all enrolled students information about the availability of specific types of consumer information. To comply with these regulations, Antonelli Institute has prepared this guide, which lists the types of consumer information to be disclosed, provides a brief description of the information, and directs the student to the location where the information is available.

### **Contact Information for Assistance in Obtaining Financial Aid Information**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. Antonelli Institute offers individual financial planning sessions for each student and family. Information about these plans is available from the Admissions or Financial Aid Office.

### **Available Student Financial Assistance Programs**

Descriptions of available federal, state, and institutional sources of student assistance, terms and conditions of loans, eligibility criteria, application procedures, recipient selection criteria and criteria to determine award amounts, methods of disbursement, student rights and responsibilities, and the exit counseling information the institution provides and collects are available from the Admissions or Financial Aid Office.

### **Satisfactory Academic Progress Standards**

Students must maintain a minimum quality point average (QPA) and successfully complete their attempted courses in order to remain enrolled. The Antonelli Institute Standards of Satisfactory Academic Progress policy can be found in the academic catalog in the ACADEMIC INFORMATION section.

### **Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)**

The Federal Educational Rights and Privacy Act affords students certain rights with respect to their education records. They include the right to 1) inspect and review these records, 2) request an amendment to the records, 3) consent to or restrict disclosures of personally identifiable information in the records, and 4) file a complaint with the U.S. Department of Education concerning the institution's failure to comply with the requirements of FERPA. The Antonelli Institute FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

## **Facilities and Services Available to Students with Disabilities**

Antonelli Institute is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodation.

Procedures to follow to seek an accommodation can be found in the academic catalog in the ACADEMIC INFORMATION section.

## **Student Body Diversity**

Antonelli Institute does not discriminate on the basis of sex, race, color, religion, national origin, age, veteran status, or disability in the enrollment of students. Information about student body diversity is available in the office of the President.

## **Price of Attendance**

Information on tuition, fees, textbooks, and estimated kit and supply costs is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student living expenses are available in the Admissions or Financial Aid Office.

## **Refund Policy and Requirements for Return of Title IV, HEA Grant or Loan Aid**

Students who withdraw or who are dismissed during a semester may be refunded a portion of the tuition charged. The amount of the refund will be governed by standards published by the state of Pennsylvania. Refunds shall be based on and computed from the last day of attendance and shall be made within 30 days of the last day of attendance. The complete refund policy can be found in the FINANCIAL INFORMATION section of the academic catalog. Questions about refunds of tuition, fees, and other charges should be referred to the school's administrative or financial aid office.

The Refund Policy also includes information on the treatment of Title IV, HEA grant or loan aid upon withdrawal. Basically, regulations allow the school to keep the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not allowed to disburse a Stafford loan.

## **Requirements and Procedures for Official Withdrawal**

Students who find it necessary to withdraw from a program should have a preliminary interview with the President, Director of Education, or Lead Instructor. The student is also required to have an exit interview with a representative of the financial aid department. The procedures for official withdrawal from the college can be found in the ACADEMIC INFORMATION section of the academic catalog.

## **Academic Program, Instructional Facilities, and Faculty Information**

Antonelli Institute offers two associate in specialized technology degree programs. One is designed to prepare students for an entry-level career in the graphic design and illustration field, and the other is designed to prepare students for entry-level positions in professional photography. A complete and detailed listing of the school's programs and completion requirements can be found in the PROGRAMS OF STUDY section of the academic catalog.

Antonelli Institute is located at 300 Montgomery Avenue in Erdenheim, Pennsylvania. The 27,000 square foot facility features 12 classrooms, studios, and a darkroom. The facility features three computer labs and a learning resource center. A large atrium serves as the student lounge and primary gallery for artwork. A description of the school's educational facilities can be found in the GENERAL INFORMATION section of the academic catalog.

A list of the Antonelli Institute faculty can be found in the ADMINISTRATION, FACULTY, AND STAFF section of the academic catalog. This list includes the academic credentials held, the name of the institutions awarding the credentials, and the area of teaching specialization for each listed faculty member.

### **Transfer of Credit Policies and Articulation Agreements**

Transcripts of work completed at other colleges may be submitted to the Director of Education or President for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education or President in consultation with the Program Lead Instructors to determine if the course work is similar in nature, content, and level to that required at Antonelli Institute. If the course work is comparable, transfer students may be given credit for courses completed at other approved schools and colleges provided the grades received for the courses were "C" or better. Courses completed at other Bradford schools will be treated the same as courses taken at Antonelli Institute. Because programs at Antonelli Institute are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Credit is not granted for advanced placement or experiential learning.

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. Because programs at Antonelli Institute are designed specifically for career preparation, students must assume that credits for courses taken at Antonelli Institute are not transferable to other institutions. Neither Antonelli Institute nor any of its employees can represent that another institution will accept any courses for credit.

While Antonelli Institute may have articulation agreements with a number of 4-year institutions, a student interested in attending another institution should contact that school directly to determine if the student may pursue a baccalaureate degree at that institution with advanced standing.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Antonelli Institute will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

The Antonelli Institute credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

## **Nondiscrimination in Education Programs and Activities**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Antonelli Institute is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education, who is identified in the ADMINISTRATION, FACULTY, AND STAFF section of the academic catalog and who may be reached at 215-836-2222, is the Title IX Coordinator at Antonelli Institute. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U. S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The complete policy can be found in the academic catalog in the GENERAL INFORMATION section.

## **Institutional Accreditation, Approval, or Licensure**

Antonelli Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

Antonelli Institute is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. The school is also approved by the Veterans Administration and Pennsylvania State Bureau of Vocational Rehabilitation.

Copies of these documents are available for review in the office of the President.

## **Contact Information for Filing a Complaint**

Antonelli Institute is committed to providing a quality education experience for all students. If, however, a student or prospective student has a complaint regarding some situation or condition at the school, procedures for filing a complaint are outlined in the GRIEVANCE PROCEDURES section of the academic catalog. Contact information for filing complaints with the school's accrediting body and its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint is included.

## **Copyright Infringement Policies and Sanctions**

Antonelli Institute requires all students, faculty, and staff to comply with copyright laws. Copyright infringement violates the institution's policies and the law. The GENERAL INFORMATION section of the academic catalog contains the Antonelli Institute Copyright Infringement Policy and Sanctions disclosure.

## **Policies Regarding Vaccinations**

Antonelli Institute students are not required to provide verification of immunizations prior to attendance.

## **Annual Campus Security Report**

The Antonelli Institute Campus Security report can be found in the STUDENT SERVICES section of the academic catalog. It contains information about security-related campus policies, including policies regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, a list of the titles of persons to whom students should report criminal offenses, and a description of the types of programs designed to inform students about the prevention of crimes. The Campus Security section also contains statistics for the crimes that were committed and reported on our campus, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus for the past three years.

Antonelli Institute also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs. Full details can be found in the Antonelli Institute Drug-Free School and Workplace Statement of Policy and Plan, which is available in the office of the President.

## **Retention Rate**

Retention rates measure the percentage of first-time students who return to the school to continue their studies the following fall. Retention rates are available for review in the office of the President.

## **Graduation/Transfer-Out Rates**

Graduation and transfer-out rates are calculated by July 1 of each year. These rates are available for review in the office of the President.

## **Graduate Placement, Types of Employment Obtained by Graduates, and Calculated Program Placement Rates**

Information on placement of and types of employment obtained by graduates, as well as program placement rates, is available from the Career Services office.